# Pesticide Education Resources Collaborative (PERC)
Annual Work Plan
Year 2 of 5
January 1 – December 31, 2017

A Cooperative Agreement (#X8-83616301) between the US Environmental Protection Agency's Office of Pesticide Programs and University of California Davis Extension, in collaboration with Oregon State University

PERC supports the US Environmental Protection Agency (EPA)'s Strategic Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution.

Submitted by:
Suzanne Forsyth, PERC Administrator and Co-PI
1333 Research Park Drive
Davis, CA 95618
spforsyth@ucdavis.edu
530-757-8603

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PERC is committed to submitting quarterly reports that compare anticipated outcomes with actual accomplishments, based on this annual work plan, as follows:
- 1st Quarter Report covering Jan-Mar 2017, due on April 30, 2017
- 2nd Quarter Report covering Apr-Jun 2017, due on July 30, 2017
- 3rd Quarter Report covering Jul-Sep 2017, due on October 30, 2017
- Annual report covering Jan-Dec 2017, due on January 30, 2017

Pesticide Educational Resources Collaborative (PERC)

Work Plan
Year 1 (January 1, 2017 – December 31, 2017)

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## Part I. Activities for Three Objectives

1. **Material Production**
   **Objective 1:  To manage or implement the development, revision and updating of pesticide safety materials to advance the protection of humans, communities, and ecosystems from pesticide illness and injury.**

   A. Engagement with stakeholders
   Measure the number/nature of activities with broad engagement to identify needs and/or evaluate PERC materials.
   - Q1: Focus on identifying current/future needs for pesticide safety materials. Generate a list of proposed projects using a web-based mechanism.
     - Attend two or more regional events re: C&T needs assessment
     - Attend AAPCO annual meeting, and/or other national/regional forum(s), promote PERC materials and solicit needs information
     - Join/monitor C&T working group(s) to solicit needs information
     - Convene a needs-assessment workshop (in person) to facilitate collaborative prioritization of resource needs, to include catering
     - Take advantage of efficient opportunities to engage additional stakeholders
   - Q1: Convene 1-3 Advisory Board meeting(s)
     - Charge Advisory Board members with soliciting 'needs' information from their represented constituencies
     - Publish a solicitation for Year 2 Advisory Board members, to be seated by March 31st

   - Q2: Convene 1-3 Advisory Board meetings;
     - Discuss state/regional needs; Induct year 2 Advisory Board members
     - Seek a time slot on the PACT workshop agenda or other national forum(s) to promote PERC materials and/or solicit needs information

- Q3: Convene 1-3 Advisory Board meetings; Attend the PACT workshop (up to 8 Advisory Board members with sponsored travel) to promote PERC materials, build relationships with potential SMEs, and/or solicit needs information;

- Q4: Convene 1-3 Advisory Board meetings; Take advantage of additional, efficient opportunities to engage with stakeholders;  Attend one or more regional workshops/forums to promote PERC materials, build relationships with potential SMEs, and/or solicit needs information

B. Approval of Materials
Measure the number of pesticide safety materials 'green-lighted.'
    Q1: Evaluate all fast-track proposals within two weeks
- Q2: Finalize the list of green-lighted projects in 'annual wave 2,' applying PERC policies; Evaluate all fast-track proposals within two weeks, applying PERC policies
- Q3: Evaluate all fast-track proposals within two weeks
- Q4: Evaluate all fast-track proposals within two weeks

C. Policies/Procedures
Maintain and/or improve PERC policies/procedures
- Q1: Track the number of new and/or updated PERC policies/procedures
- Q2: Track the number of new and/or updated PERC policies/procedures
- Q3: Track the number of new and/or updated PERC policies/procedures
- Q4: Track the number of new and/or updated PERC policies/procedures

D. Technical and Professional Experts
Measure the number of capable subject matter experts and/or production professionals identified and/or contracted.
- Q1: Distribute solicitations for Year 2 Advisory Board member (seats); Track the number and nature of SMEs and/or production professionals retained through fast-track procedures
- Q2: Finalize agreements with Year 2 Advisory Board members; Track the number and nature of SMEs and/or production professionals retained through fast-track procedures
- Q3: Initiate solicitations for SMEs and/or production professionals after a scoping process for each Wave 2 material. Track the number and nature of people retained through annual wave and fast-track procedures.
- Q4: Track the number and nature of SMEs and/or production professionals retained through fast-track procedures

E. Planning time-bound Materials Development
Measure the number of time-bound project plans created and followed.
- Q1: Track the number of new and/or updated time-bound project plans
- Q2: Track the number of new and/or updated time-bound project plans
- Q3: Track the number of new and/or updated time-bound project plans
- Q4: Track the number of new and/or updated time-bound project plans;

F. Materials Development
Measure the number/nature of materials updated or created.
- Q1: Track the number of new and/or updated (completed) educational resources;
- Q2: Track the number of new and/or updated (completed) educational resources; Track the number of Wave One materials that may be incomplete by June 30th when Wave Two will be initiated;
- Q3: Track the number of new and/or updated (completed) educational resources;
- Q4: Track the number of new and/or updated (completed) educational resources;


2. **Implementation by Stakeholders**
   **Objective 2:  To enhance the capabilities of partners and stakeholders to develop and implement programs/activities that prevent and reduce pesticide risks to humans, communities, and ecosystems.**

   A. Materials for Modification & Transfer
   Measure the percent of materials published in a modifiable formats.
- Q1-Q4: Make modifiable versions of new PERC materials available 100% of the time when produced in Adobe InDesign or the Microsoft Office Suite.

   B. Inventory of Resources
   Measure milestones in developing the inventory of existing resources.
- Q1-4: Maintain the inventory of training resources on the PERC website by adding new items as identified, removing outdated items as requested, and responding to stakeholder needs.

   C. PERC Website
   Measure milestones related to the PERC website.
- Q1-4: Maintain the PERC website, including the status page (quarterly)

   D. Planning and Reporting
   Measure the number of records/reports completed that could serve historical/planning functions.
- Q1-4: Quarterly reports will be submitted within 30 days of the quarter's closure, and will include: 1) A summary of expenditures, purchases, and other fiscal activities. 2) A side-by-side comparison of actual accomplishments versus projected accomplishments and 3) Proposed timelines/milestones.
- Q3: Summarize the results of needs assessment activities, archive the document online, in meeting minutes, or by other means (concurrent with annual approval of each wave of documents).

E. Capacity-Building
Measure the number/nature of relationship- or capacity-building activities completed.
- Q1-4: Convene Advisory Board meetings in a way that builds community; Take advantage of efficient opportunities to engage with stakeholders, serving as a connection point for needs information and delivery of pesticide education resources, as agreed upon by co-investigators. These might include participation in work-groups, attending regional meetings, and/or contributing to PREP courses, among other things.

3. **Access and Availability of Materials**
   **Objective 3:  To protect humans, communities and ecosystems from illness and injury caused by exposure to pesticides through education and outreach targeted toward agricultural workers, pesticide applicators, handlers, and others.**

   A. Plain Language and Literacy Levels
   Measure the percent of new materials that comply with plain language and reading level targets.
- Q1-4: 100% of materials should meet goals appropriate for the identified target audience, which may include trainers (12th grade reading level), trained professionals (10th grade reading level), the general public (8th grade reading level) or other types of user groups. Occasionally, the time-sensitive nature of the resource may make reading-level modifications untenable.

   B. Formats of Materials
   Measure the number of resources duplicated in different formats, mediums, or languages.
- Q1-4: PERC and its project teams will evaluate the need to duplicate any materials produced, considering the potential need for indoor/outdoor settings, language needs, and/or visual representations. If one of these duplications is large in scope, it would have to be prioritized (green-lighted) by the Advisory Board, and a project plan created.

   C. Material Format and Availability
   Measure the number/nature of materials printed, mailed, added to the inventory, or posted online. This measure is dependent upon collaborative needs assessment and the extent to which the inventory is curtailed to avoid duplication of existing inventories.
- Q1-4: Summarize the items completed by PERC and through PERC collaborations, identifying the method of accessibility for stakeholders

   D. Promotion of Materials
   Measure the number/nature of outreach efforts to promote utilization of PERC resources.
- Q1-4: Present and discuss PERC materials/website as Advisory Board members engage with their respective constituencies

- Q1-4: Use an email distribution list or lists for individuals interested in WPS materials assembled and/or produced by PERC
- Q1-4: Take advantage of efficient opportunities to promote utilization of PERC resources, as agreed upon by co-investigators
- Q1: Promote PERC at the annual AAPCO meeting
- Q3: Promote PERC at the PACT workshop.

**Part II. Building on lessons from the past:**

A. Collaborative Needs Assessment: PERC will emphasize relationship-building, active listening, and consensus-based approaches to keep stakeholders engaged. In addition, PERC will seek input from a wide range of stakeholders, including emphasis on potential end-users of the material(s).

B. Content Development and Production: PERC will apply lessons learned to maximize efficiency during material revisions by employing some or all of the following methods: 1) Limiting the number of 'rounds' of feedback incorporation; 2) Setting a threshold for acting on proposed revisions higher than one individual's suggestion; and 3) By making materials available in modifiable formats whenever possible.

C. Evaluation & improvement: Evaluation efforts must balance the need to maximize accuracy with the potential risk of 'paralysis by analysis.' PERC will apply lessons learned in evaluating other projects, including: 1) Requesting feedback early and often; 2) Guiding future efforts through evaluation; 3) Setting a threshold for the importance/amount of revisions that justify time investment(s) needed; and 4) Using digital and personal methods to collect feedback from targeted end users.

D. PERC website and Materials Inventory: PERC will act upon lessons learned by: 1) Maximizing the opportunities for the public to look for information in diverse ways to navigate the website (i.e. A-Z index, search box, organized drill-down); 2) Emphasizing relatable images and succinct bullet lists over lengthy paragraphs and illustrations; 3) Focusing on action-oriented content instead of descriptive narratives; and 4) Distilling complex information at an appropriate reading level for the target audience.

**Part III.  Quality Assurance Requirements (& how they will be met)**

A. PERC website:  The PERC website will be WC3 compliant, which facilitates access by web users with disabilities. An automated program will be used to identify broken links annually, followed by manual investigation to repair or replace those links.

B. PERC materials: Before submission for EPA review, PERC will ensure they meet targets related to reading level, professionalism, and accuracy.

**Part IV. PERC's written competition policy and procedures for contracts, grants, and awards:**

In keeping with the anticipated timeline for year two, these policies and procedures are under development. Completion is anticipated by June 30, 2017. PERC is committed to working closely with the Project Officer to ensure compliance with applicable federal policies and UCD procedures in the procurement of PERC personnel.

**Part V. Budget:**

Year 2 Budget: January 1 – December 31, 2017

| Table A – Object Class Category (non-construction) | Total Approved Allowable Budget Period Costs |
|---|---|
| 1.  Personnel | $97,341 |
| 2.  Fringe Benefits | $43,364 |
| 3.  Travel | $23,132 |
| 4.  Equipment | $0 |
| 5.  Supplies | $1,000 |
| 6.  Contractual | $300,000 |
| 7.  Construction | $0 |
| 8.  Other | $206,830 |
| 9.  Total Direct Charges | $671,667 |
| 10. Indirect Costs – 50.00% of Base Modified Total Direct: $546,667 | $273,333 |
| 11. Total (Share: Recipient: 2.00% Federal 98%) | $995,939 |
| 12. Total Approved 5-year Assistance Amount | $5,000,000 |
| 13. Program Income | $0 |
| 14. Total EPA Amount Awarded This Action | $975,000 |
| 15. Total EPA Amount Awarded to Date | $2,195,000 |